Administrative Procedure

CPCC-PRO-TQ-164

PRC-PRO-TQ-164

Integrated Training Electronic Matrix

Revision 0, Change 0

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Program: Training
Topic: Training and Qualification

Technical Authority: Meakins, Eric
Functional Manager: Wyse, Eric

Use Type: Administrative

- Solid Waste Operations Complex :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Canister Storage Building/Interim Storage Area :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Central Plateau Surveillance and Maintenance :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Waste Encapsulation Storage Facility :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- 100 K Facility :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Plutonium Finishing Plant :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- Transportation :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1
- 324 Facility :
  Excluded from USQ
  Exclusion Reason:
  N/A per CPCC-PRO-NS-53097 Table 1

JHA: Administrative
Periodic Review Due Date:11/09/2025
Rev. 0, Chg. 0

Change Summary

Description of Change

Updated company terminology (CHPRC to CPCCo) and referenced documents (PRC to CPCC).

Integrated Training Electronic Matrix

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1.0   INTRODUCTION

1.1   Purpose

To describe the process by which Central Plateau Cleanup Company (CPCCo) Team uses the Integrated Training Electronic Matrix (ITEM) to identify courses that satisfy training requirements necessary for employees to perform assigned jobs or tasks and monitor training status. ITEM is a web portal consisting of a suite of training tools used to assign, track and ensure completion of required training, qualification and medical clearance prior to workers being assigned to perform tasks. The portal allows easy access to:

- Training Reports
- Hanford Site Worker Eligibility Tool (HSWET)
- SuccessFactors Learning Management System

1.2   Scope

ITEM tools are used to track Hanford Site training courses. Additional training courses may be added and tracked at the Training Manager's discretion.

1.3   Applicability

This Level 1 procedure is applicable to CPCCo Team employees performing CPCCo scope of work, and other site contractors who use ITEM tools to track training requirements to ensure workers are trained and qualified to perform assigned tasks.

1.4   Implementation

This procedure is effective upon publication.

2.0   RESPONSIBILITIES

Responsibilities are as outlined in the process section.

3.0　　PROCESS

ITEM is a suite of training tools used by managers and other training support personnel that are integrated through the use of a web portal. This web portal allows access to the following suite of tools:

Training Reports

The ITEM web portal includes access to the most common training reports. These reports may be used to determine the training and qualification of personnel as the data is extracted from the Learning Management System (SuccessFactors) database. The following list is examples of the most common reports accessed:

- Training Plan
- Training History
- Course Description
- Training Activity Sheet (TAS) Report
- Current Course Completions
- Training Delinquency
- Training Tickler
- Organization Training
- Course Completion
- Medical Schedule Dates
- Dosimetry Schedule Dates

Hanford Site Worker Eligibility Tool

HSWET is a web-based system that is used to determine if personnel are trained, qualified, and medically cleared to be assigned to perform work tasks. In addition to medical clearance, this system also has the capability to establish future time windows to evaluate the training and medical clearance status of personnel during that time window. For example, if planning for a job to be performed within the next 6 months, HSWET will identify which workers would be cleared during that window of time. HSWET will also identify any worker work restrictions.

HSWET also has a unique capability to report a "watchstanders list" based on the qualifications and medical clearance to perform job duties. For example, an Operations manager could configure a report according to job assignment requirements. Then the system would report which personnel could be assigned to those job duties.

SuccessFactors Learning Management System

SuccessFactors is a web-based system that is used to assign required training to personnel, track training completion, schedule people into training, deliver web-based training, and manage training records. SuccessFactors uses automated notifications and reports for initial training, retraining, and other training information.

Personnel are assigned a role within the system based on the function needed within the system. The roles are:

- User
- Enrollment Coordinator
- Training Coordinator
- Administrator

Training courses are established through the use of a *Training Activity Sheet*, Site Form A-6005-123, which is the method of describing the key elements of the course such as target audience, record recording methods, prerequisites, etc. The TAS is also the method of approval to implement the course.

These required training elements are placed within a SuccessFactors curriculum from a review of the job position/function by the manager or delegate. A SuccessFactors curriculum can contain one course or a bundle of courses to aid ease of assignment. Individuals are then assigned curricula, which then creates an individual training plan.

Training completion records and course information (including the TAS) are processed per CPCC-PRO-TQ-249, *Training Records Administration*.

3.1   Adding CPCCo Crosscutting Training Requirements

Crosscutting training is training that addresses a large crosscutting site audience where providing a common curriculum. Standardized sitewide training is the courses specified within the prime contracts of the major site companies. Both of these venues provide a large crosscutting audience the ability to receive training that lessens the impact during transfers, improves performance, and reduces costs.

Actionee	Step	Action
Technical Authority (TA)	1.	As changes in requirements are identified, NOTIFY the course point of contact (POC) AND REQUEST an analysis of training needed to be performed (in accordance with CPCC-PRO-TQ-40165, *Training Program Administration)*.
POC	2.	DETERMINE if a new course is needed. a. IF a new course is needed, THEN PROCEED to CPCC-PRO-TQ-249 for creation of new TAS.
	3.	IF the new requirement significantly increases number of employees required to attend an existing course, THEN DISCUSS the requirement with impacted project management and facility training management.

Actionee	*Step*	*Action*
POC	4.	IF the training requirement has crosscutting implications for other site contractors, THEN ADD discussion of the requirement to agenda of next Training Center of Expertise (TCOE) meeting.
		a. IF it is not practical to wait until the next meeting of the TCOE, THEN SEND an email to the TCOE Chair, requesting concurrence to proceed to the voting members of the TCOE AND INCLUDE the requirement, analysis of need, and time allowed to reply.
	5.	AFTER approval by Project management and Facility Training management and/or the TCOE or comment period, COMPLETE revision and approval of training documents (e.g., Training Program Descriptions [TPD], TASs).
	6.	NOTIFY Training Schedulers/Administrators and Training management and the Manager/Delegates that the training requirement modification has been approved by the TA AND AUTHORIZE update of training requirement.
Training Coordinator	7.	UPDATE affected SuccessFactors curricula as authorized by the Manager/Delegate.
Manager/ Delegate	8.	REVIEW the SuccessFactors curricula change AND REQUEST Training Coordinator to update affected programs as necessary to satisfy job functions.

NOTE: *Affected training plans are updated automatically when SuccessFactors curricula are changed.*

Actionee	*Step*	*Action*
Training Coordinator	9.	UPDATE affected SuccessFactors curricula as authorized by the Manager/Delegate.

3.2   Modifying/Removing CPCCo Crosscutting/Standardized Training Requirements

Actionee	*Step*	*Action*
TA	1.	As changes/deletions in requirements are identified, NOTIFY the course POC of the changes.
Course POC	2.	DETERMINE if a new course is needed or an existing course is affected by the requirement change/deletion.
	3.	IF there is a need to create a new course, THEN FOLLOW Section 3.1.
	4.	UPDATE the affected TPDs and TASs as necessary.

Actionee	*Step*	*Action*
Manager/ Delegate	5.	REVIEW SuccessFactors curriculum changes <u>AND</u> REQUEST Training Coordinator to update the affected SuccessFactors curricula, as necessary, to satisfy job functions.

NOTE: *Affected Training Plans are updated automatically when SuccessFactors curricula are changed.*

Training Coordinator	6.	UPDATE affected SuccessFactors curricula as authorized by the Manager/Delegate.

3.3 Determination of Project/Facility Training Requirements

Actionee	*Step*	*Action*
Training Coordinator	1.	DEVELOP <u>AND</u> MAINTAIN SuccessFactors curricula for Project/Facility required training based on management input and Project/Function procedures.
		a. OBTAIN Project/Facility management approval, as applicable.

3.4 Acquiring Access to ITEM Components

Actionee	*Step*	*Action*
NOTE		*All employees with an active HLAN account are able to access the ITEM webpage and use the available reporting tools. Employees are able to access the LMS SuccessFactors if they are active in the Hanford PeopleCore HR database. Users gain entry to the cloud-based system via a Single Sign On from their HLAN password or via one-time use password by a system administrator (for those employees and subcontractors without an active HLAN account).*
Employee	1.	For issues accessing SuccessFactors, CONTACT a Training Coordinator.
	2.	For access to the HSWET system, SEND an email with justification for need/use to ^MSA Central Training Support with the names and HID's of personnel that need access.
Administrator	3.	PROVIDE access to tools as approved, based on the following:

Read Only	Read / Write	ITEM Component	Population
	X	Hanford Site Eligibility Tool (HSWET)	Managers and delegates who verify qualifications and medical clearance for assign workers.
	X	SuccessFactors Learning Management System	Personnel who perform one or more of the following functions: enrollment, assigning training, maintaining courses, or maintaining manager groups.
X		Training Reports	Hanford Site personnel who have an active HID.

3.5   Training Requirements Identification for Training Plan Development

Managers, or their delegates, identify which training elements personnel are required to complete by evaluating the hazards, training, and skill requirements to perform the job function. This evaluation includes methods such as the Employee Job Task Analysis (EJTA) to determine medical clearance required for training needs, TPDs to identify training elements driven by regulations/requirements, and job function needs for personnel proficiency.

Personnel are then assigned to curricula as specified by the manager/supervisor, or delegate. The selected curricula create a Training Plan with the required training elements. An individual cannot perform a task/activity until the required training for that activity has been completed. If allowed by the training requirement, the task/activity may be performed under the direct supervision of a trained individual.

Personnel have a 6-month period to complete required training elements unless specifically excluded by the TPD or related requirement.

Actionee	*Step*	*Action*
Manager, or Delegate	1.	COMPLETE an EJTA. See CPCC-PRO-SH-52755, *Employee Job Task Analysis.*
	2.	IDENTIFY the facility specific training requirements applicable to the performance of the task(s) at the task's physical location.
	3.	COMMUNICATE the required training elements to the Training Coordinator.

NOTE: *Affected training plans are updated automatically when SuccessFactors curricula are changed.*

ITEM Coordinator	4.	ADD required training elements to the affected SuccessFactors curriculum.

3.6   Individual Job Title Status Codes (Optional Use)

Managers are responsible for monitoring and verifying the qualification and training of their employees. The use of Individual Job Title Status Codes is one tool available to address incomplete or lapsed training elements.

Actionee	*Step*	*Action*
Managers	1.	NOTIFY the Training Coordinator of individual job title status codes, when applicable:
		• In-Training (IT) – individual new to position (6 months)
		• Do Not Schedule (DNS) – This is used per direction for any approved reason. Examples of when DNS might be used include:
		○ Short Term Disability ○ Long Term Disability ○ Leave of Absence ○ Military Leave ○ Personal Injury

NOTE:
- *The maximum length of time allowed in an IT Job Title Status is 6 months, unless excluded by a TPD or related requirement.*

- *Individuals classified as DNS are not included in the ITEM training delinquency report.*

Training Coordinator	2.	PLACE identified status code in the appropriate individual's job title.
	3.	For individuals identified with an IT status, PLACE the start date for that individual after the IT status in the Job Title.
Manager	4.	Upon return from a DNS status:
		• DETERMINE if the individual needs to be placed in IT status. • NOTIFY the Training Coordinator. • PROVIDE the date the employee returned from the absence.

NOTE*:   Individuals returning to work after a disability has cleared may be placed in an IT status depending upon applicable training program guidance.*

Training Coordinator	5.	WHEN directed by Manager, ENTER the date the employee returned as the start date.
Manager	6.	MONITOR reports to ensure individuals in training or in a DNS status are in the appropriate classification to accurately account for their proper training status.

Actionee	_Step_	_Action_
Manager	7.	NOTIFY the Training Coordinator of any status changes.
Training Coordinator	8.	UPDATE individual's training job title as reported.

4.0   FORMS

None

5.0   RECORD IDENTIFICATION

None

6.0   SOURCES

6.1   Requirements

CPCC-MP-TQ-011, _Central Plateau Cleanup Company (CPCCo) Qualification and Training Plan_

CPCC-PRO-TQ-40164, _Personnel Training and Qualification_

6.2   References

CPCC-PRO-SH-52755, _Employee Job Task Analysis_

CPCC-PRO-TQ-249_, Training Records Administration_

CPCC-PRO-TQ-40165, _Training Program Administration_